

Minutes of the Bismarck Public Library Board of Directors

Date: November 19, 2015

Present: Library Board Members: Mike Schaff, President; Joyce Hinman, Pat Grantier, and Mike Fladeland.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant; and guest Matt McMerty, Gifted Bean Coffee Shop Manager (12:15 to 12:30).

The November Board meeting was called to order by M. Schaff, President, at 12:03 PM.

The October 22nd minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The November vendor invoices and October financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the November vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion P. Grantier moved to accept the October financial reports. Seconded by J. Hinman. Motion carried.

Coffee Shop Concessionaire Agreement Amendment: After discussion of the amended agreement extending the contract with the Gifted Bean Coffee Shop to December of 2019, a motion was made by J. Hinman to approve the amended agreement. Seconded by M. Fladeland.

In the Director's report, C. Kujawa reported:

- Personnel Policy Review/Update: A draft of the revised Library Personnel policy had been mailed out in advance. The revised policy was discussed and additional revisions made. A motion was made by P. Grantier to approve the Library Personnel policy with recommended revisions. Seconded by J. Hinman.
 - To facilitate greater consistency, it was suggested to create a form with a list of policies pertaining to Library staff. The form would include a place for employees to initial indicating that they have read and understand each policy.

Addition to the Agenda

Safety: Safety concerns for patrons entering and leaving the Library was discussed. Suggestions included telling patrons in the newsletter to report to staff if they have concerns, checking on costs for security services, asking police again if they would stop in more frequently, and posting a sign telling patrons to please report questionable behavior to Library staff. C. Kujawa will make a list of incidents from the previous month for the next Board meeting.

For the Library Foundation, Inc. P. Grantier reported:

- A fundraising plan for the Teen Center is being developed.
- How to use the \$1,000 grant from the Lion's Club was discussed.
- The 2016 Library Foundation budget was approved. \$30,000 of excess funds from the endowment was budgeted for the Library, \$25,000 for the Teen Center and \$5,000 for special projects.

For the Friends of the Library E. Jacobs reported:

- The 2016 budget for Friends of the Library was approved. \$7,500 was budgeted and divided amongst adult, children, and teen programming areas. The Friends may contribute \$40,000 for the Teen Center.

J. Hinman made a motion to adjourn. P. Grantier seconded. The meeting adjourned at 1:47 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director